

ASSAM SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.
(A Government of Assam Undertaking)
M.R.D. Road, Bamunimaidan, Guwahati – 781021, Assam

No: SIDC/RAMP/Tender Fle/07-A/2024-25/8260

Date: 21-07-2026

NOTICE INVITING QUOTATIONS
FOR EMPANELMENT OF TRAVEL AGENCY

Assam Small Industries Development Corporation Ltd. invites sealed quotations affixing court fee stamp of Rs. 8.25 (Rupees Eight Paise Twenty Five) only for “EMPANELMENT OF TRAVEL AGENCY FOR PROVIDING THE SERVICES FOR HIRING OF VEHICLES, BOOKING RAIL/BUS TICKETS, BOOKING AIR TICKETS AND BOOKING OF HOTEL ACCOMMODATIONS ON NEED/URGENT BASIS UNDER ASIDC LTD.” from reputed and experienced travel agencies. The Detailed NIQ Document along with terms and conditions may be obtained from the office of the undersigned or may be downloaded from the Corporation's website <https://asidcltd.assam.gov.in>.

The quotation should be sealed in an envelope superscribed as “NIQ No. _____ DATED _____ QUOTATION FOR EMPANELMENT OF TRAVEL AGENCY FOR PROVIDING THE SERVICES FOR HIRING OF VEHICLES, BOOKING RAIL/BUS TICKETS, BOOKING AIR TICKETS AND BOOKING OF HOTEL ACCOMMODATIONS ON NEED/URGENT BASIS UNDER ASIDC LTD” and addressed to the O/o the Managing Director, ASIDC Ltd., M. R. D. Road, Bamunimaidan, Guwahati – 781021.

If the last date of submission of quotation happens to be a holiday or the office remains closed due to any unforeseen circumstances, the next working day at the same time shall be treated as the last date and time for submission.. The Corporation will not be responsible for any postal delay, damage or lost in transit in case of delivery.

Last Date & Time of Submission: 30-07-2026 upto 03:00 PM

Date & Time of Opening of Quotations: 31-07-2026 at 03:00 PM

The quotations shall be opened in the presence of the bidders or their authorised representatives who choose to remain present.

ASIDC reserves the right to reject any or all quotations without assigning any reason thereof.

Sd/-
Managing Director
ASIDC Ltd

NOTICE INVITING QUOTATION (NIQ)

FOR EMPANELMENT OF TRAVEL AGENCIES FOR TRAVEL-RELATED SERVICES

Assam Small Industries Development Corporation Ltd. invites quotations for “EMPANELMENT OF TRAVEL AGENCY FOR PROVIDING THE SERVICES FOR HIRING OF VEHICLES BOOKING RAIL/BUS TICKETS, BOOKING AIR TICKETS AND BOOKING OF HOTEL ACCOMMODATIONS ON NEED/URGENT BASIS UNDER ASIDC LTD” from the bona fide and reputed travel agencies of Assam.

1. Scope of Work

A. Vehicle Hiring

Vehicles shall be provided at rates maximum of the Government of Assam notified rates. Monthly billing shall be supported with duty slips duly countersigned by user/passenger of the vehicle. Toll and parking shall be reimbursed on actual basis upon submission of supporting bills.

Fuel reimbursement, wherever admissible, shall be regulated as per the prevailing Government of Assam instructions/orders subject to the following,

1. Such reimbursement shall be admissible only when supported by duty slip/logbook indicating distance travelled and shall be commensurate with the distance covered for official duty.
2. The Corporation reserves the right to verify the reasonableness of fuel consumption based on standard mileage of the vehicle type.
3. In case fuel reimbursement is claimed without submission of fuel bills and is instead claimed on mileage basis, the same shall be subject to approval of the competent authority and shall not exceed a reasonable rate per kilometer as may be determined by the Corporation from time to time.

Vehicle Hiring Rate Applicability.

The hiring charges for vehicles shall be subject to maximum of rates notified by the Government of Assam from time to time. A copy of the prevailing Government Notification on vehicle hiring rates is enclosed as Annexure-IV and shall form an integral part of this NIQ. In the event of revision of such rates during the currency of the empanelment, the revised rates shall be applicable only from the effective date of such notification on a prospective basis.

No retrospective revision of rates shall be permitted, and no claims shall be entertained for bills already processed or payments already made prior to the date of such revision.

In case the bidder intends to offer rates lower than the Government of Assam notified rates, the bidder shall quote a single uniform percentage discount applicable to all categories of vehicles notified by the Government of Assam. The discounted rates shall be worked out accordingly and shall remain applicable throughout the contract period. Category-wise differential discounts shall not be accepted.

B. Rail/Bus Ticket Booking

Booking of Rail and Bus tickets. Payment shall be made on the basis of actual bill of fare plus service charge/commission as quoted. Tickets must be booked at lowest available fare with no hidden charges. Proper documentation must be submitted.

C. Air Ticket Booking

Booking of domestic air tickets. Payment shall be made on the basis of actual bill of airfare plus service charge/commission as quoted. Tickets must be booked at lowest available fare with no hidden charges. Proper documentation must be submitted.

D. Hotel Booking

Booking of hotel accommodation as per requirement. Payment shall be made on actual bill basis supported by invoice plus agency commission as quoted. Booking shall be made only against written/email requisition. Accommodation should ordinarily be within admissible limits, however, higher rates may be allowed with approval of competent authority with proper justification.

2. Eligibility Conditions

- A. Agency may be Individual/Proprietorship Firm/Partnership Firm/Company/LLP. Relevant supporting documents like partnership deed/MOA/AOA/COI etc shall be submitted along with valid Trade License.
- B. The bidder must have its own registered office in Guwahati.
- C. The Bidder should have an average annual turnover of at least Rs. 20,00,000/- (Rupees Twenty Lakh only) from travel agency services during the last three financial years (2023-24 to 2025-26). Turnover Certificate issued by Chartered Accountant with UDIN shall be submitted as supporting document.
- D. The bidder must have provided similar services to Government Departments/PSUs during any of the last three financial years (2023-24 to 2025-26). Copy of the relevant work order(s) shall be submitted as proof. Agencies blacklisted by any Govt. authority are not eligible to apply.

3. Earnest Money Deposit (EMD) / Performance Security:

Every bidder shall submit an Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft drawn in favour of Assam Small Industries Development Corporation Ltd., payable at Guwahati, along with the quotation. Quotations not accompanied by the prescribed EMD shall be liable to be rejected.

The EMD of unsuccessful bidders shall be refunded without interest after completion of the empanelment process. *In respect of the successful bidder(s), the EMD shall be retained by ASIDC and treated as Performance Security* for due and faithful performance of the terms and conditions of the empanelment. The Performance Security shall be refunded without interest after expiry of the empanelment period and settlement of all dues and obligations, subject to satisfactory performance.

The Performance Security shall be liable to be forfeited, wholly or partly, if the empanelled agency:

- A. Withdraws its quotation during the validity period;
- B. Fails to accept the Work/Empanelment Order or commence the services;
- C. Refuses or fails to provide the required services without reasonable cause;
- D. Submits false documents, fake bills or inflated claims;
- E. Overcharges ASIDC or violates any of the terms and conditions of the empanelment; or
- F. Commits any act causing financial loss or reputational damage to ASIDC.

The forfeiture of the Performance Security shall be without prejudice to any other rights or remedies available to ASIDC under the terms of the empanelment or applicable law.

4. Selection Criteria

- A. Only those bidders who satisfy all the eligibility conditions prescribed under Clause 2 of this NIQ shall be considered technically qualified. The Financial Bids of only such technically qualified bidders shall be considered for evaluation. Selection of the successful bidder(s) shall be based on the rates/service charges quoted in the Financial Bid and the provisions of this NIQ.
- B. Where one bidder quotes the lowest rates/service charges for all the services, such bidder may be selected as the successful bidder.
- C. However, where different bidders quote the lowest rates/service charges for different services, ASIDC may empanel one or more agencies. ASIDC may, at its sole discretion and before issuance of the empanelment order, offer the lowest accepted rate/service charge for the respective service to the other agencies for matching. In the event an agency agrees to match such lowest rate/service charge, the same shall become applicable to that agency for the respective service. In case an agency does not agree to match the lowest rate/service charge, ASIDC shall be at liberty to place the work relating to such service with the empanelled agency quoting the lowest accepted rate/service charge. The decision of ASIDC in this regard shall be final and binding on all bidders.

5. General Terms and Conditions

- A. Agency should provide services at short notice. Vehicles must be clean, well-maintained and roadworthy.
- B. The driver deployed by the agency shall be courteous, properly dressed, medically fit, shall possess a valid driving licence appropriate for the class of vehicle and shall not consume alcohol, narcotic drugs or any intoxicating substance while on duty and shall comply with all applicable traffic and safety regulations.
- C. Unsatisfactory service/vehicle/driver must be replaced immediately.
- D. Trip sheets with KM details and user signature are mandatory.
- E. Bills must be submitted monthly with all supporting documents.
- F. Payments subject to verification and statutory deductions.
- G. Overcharging, fake billing or poor service may lead to termination of empanelment and/or blacklisting.
- H. ASIDC may arrange services from other sources if the selected agency fails. Vehicles may be used for local and outstation duties.
- I. The Agency shall not levy any convenience fee, handling charge, processing charge or any amount other than the actual fare/tariff and the quoted service charge/commission.
- J. In the event of breakdown, accident or any other reason rendering the deployed vehicle unavailable, the agency shall arrange a suitable replacement vehicle of equivalent or higher category without undue delay and at no additional cost to ASIDC.

6. Insurance and Liability:

- A. The empanelled agency shall ensure that all vehicles deployed under this empanelment are duly registered, comprehensively insured, roadworthy and possess valid permits, fitness certificates, Pollution Under Control (PUC) certificates and all other statutory documents as required under the Motor Vehicles Act and the rules made thereunder. The agency shall be solely responsible for any loss, damage, accident, theft, injury, death, third-party claim or legal liability arising out of the operation or use of the vehicle during the contract period. **ASIDC shall not be liable for any loss or damage to the vehicle or for any compensation, repair charges, insurance claim, third-party liability or any other claim whatsoever arising due to accident, theft, fire, natural calamity, mechanical failure or any other cause.** The agency shall indemnify and keep ASIDC indemnified against all such claims, losses, liabilities, damages, costs and expenses.
- B. ASIDC shall not be liable for any fine, penalty, challan or other statutory liability imposed by any authority due to the driving conduct of the driver or any violation of applicable laws, rules or regulations by the empanelled agency, its driver or the deployed vehicle. The same shall be borne solely by the empanelled agency.
- C. The empanelled agency shall ensure that bookings of air tickets, rail tickets, bus tickets and hotel accommodation are made promptly and at the lowest available fare/tariff applicable at the time of booking, as per the travel category authorised by ASIDC. Any avoidable additional financial liability arising solely due to delay attributable to the agency may be recovered from the agency.

7. Force Majeure

Neither party shall be held responsible for failure to perform its obligations due to events beyond its reasonable control, including natural calamities, war, riots, strikes, pandemics or Government restrictions. The affected party shall promptly notify the other party of such event.

8. Validity

The empanelment shall remain valid for a period of one (1) year from the date of approval, unless extended or terminated earlier as per terms and conditions.

Sd/-
Managing Director
ASIDC Ltd

APPLICATION FORM FOR EMPANELMENT OF TRAVEL AGENCIES

Name of the Agency:			
Type of Agency (Individual/Proprietorship/Partnership/Company etc):			
Permanent Address (Enclose valid address proof):	Communication Address (Enclose valid address proof):		
Phone No:			
PAN No (Enclose Copy):			
GSTIN (if any):			
Trade License No. with issue date and Valid upto date (Enclose copy):			
Average Turnover of last 3 FYs [Enclose CA certified turnover certificate]			
Number of vehicles available (Owned/Attached)			
Details of Work Orders issued by Government Departments/PSUs during the last three financial years			

Sl. No.	Name of the Department etc.	Work Order Date	Current Status (Completed / Ongoing)

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that any discrepancies found in the provided information may lead to the rejection of my application or termination of the engagement.

Date:

Place:

Signature

DECLARATION BY THE AGENCY

1. I/We certify that I/We have gone through & agree to the terms & conditions of NIQ (Ref No. _____) and undertake to comply with them for the contract period.
2. I/We certify that, I/We have neither been blacklisted nor debarred from participating in any tenders by any State Government / Central Government organizations.
3. I/We certify that each self-attested pages of photocopy of various documents/certificates attached are true of best of my/our knowledge and no erasing/overwriting/cuttings/ corrections has been done by me/us.
4. I/We, hereby, agree to all the terms and conditions, stipulated by ASIDC in this connection.
5. I/We understand that ASIDC reserves the right to reject any or all quotations including the lowest quotation without assigning any reasons (s) thereof.
6. I/We agree that in case of failure to provide vehicle(s) on time, the Corporation is free to obtain services from other service provider.

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of the Firm

FINANCIAL BID

Name of the Bidder: _____

NIQ No.: _____

Date: _____

Sl. No.	Particulars	Unit	Quote by Bidder
1	Vehicle Hiring Charges	As per Government of Assam approved rates	☐ As per Government of Assam notified rates ☐ Uniform _____% discount on Government of Assam notified rates (applicable to all categories of vehicles)
2	Rail / Bus Ticket Booking Service Charge	% of basic fare (excluding GST)	_____ %
3	Air Ticket Booking Service Charge	% of basic airfare (excluding GST)	
4	Hotel Booking Commission	% of hotel tariff (excluding GST)	

Declaration

I/We hereby certify that:

1. The above quoted rates/service charges are inclusive of all overheads, administrative expenses and other incidental costs, except applicable GST which shall be charged separately, if applicable.
2. The vehicle hiring charges shall **not exceed the prevailing Government of Assam approved rates**. In case the bidder intends to offer rates lower than the Government of Assam notified rates, the bidder shall quote a single uniform percentage discount applicable to all categories of vehicles notified by the Government of Assam. The discounted rates shall be worked out accordingly and shall remain applicable throughout the contract period. Category-wise differential discounts shall not be accepted.
3. I/We undertake to submit, along with every invoice, the copies of booking confirmation, invoice, e-ticket, hotel invoice, fare breakup or any other relevant supporting document issued by the respective airline, railway, bus operator, hotel or other service provider, as applicable. The quoted commission/service charge shall be applicable only on the actual fare/tariff supported by such documents.
4. The quoted rates shall remain valid for the entire contract period.

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of the Firm

**GOVT. OF ASSAM,
TRANSPORT DEPARTMENT, DISPUR
JANATA BHAWAN, BLOCK-D, 4TH FLOOR
DISPUR ;; GUWAHATI-6**

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

No.TMV/E-58920/398 : In Supersession of all earlier Notification regarding fixation of rates of hiring and in pursuance of Section of 4 of the Assam Requisition and Control of Vehicle Act,1968 (Assam Act, V of 1969), the Governor of Assam is pleased to fix the hiring rates of the different categories of vehicles per diem and daily allowances of drivers, conductors and handymen as given below:

SL. No	Type of vehicle	Maximum rate per diem	Additional charge beyond 300 K.M for every 10 K.M running in a day	Vehicles for hiring by other states and not the parent state
1.	LMV/Car/Jeep/Omni Van/Tata Indica/Santro/Wagon R/Gypsy/Palio/Alto etc.	Rs. 924.00	Rs. 30.00	25% above normal hire charge
2.	Tata Sumo/Spacio/Magic/Savari/Taxi/Cruiser/ M-Bolero/ M-Commander/Armada/ M-Festera/Maxx etc. (Non A/C)	Rs. 1188.00	Rs. 38.00	-do-
3.	Tata Dicor/Safari/Toyota/Qualis/ Innova/Tavera/Verna/Scorpio (A/C) etc.	Rs. 2079.00	Rs. 48.00	-do-
4.	Ascent/Indigo/ M Bolero /Esteem/Ford Icon etc.5x4 Verna Victa/ (AC)	Rs. 1716.00	Rs. 42.00	-do-
5.	Three Wheeler	Rs. 462.00	N/A	-do-

6.	Goods Carries up to 3 M.T	Rs. 594.00	Rs. 30.00	-do-
7.	Other Goods Carrier above 3 M.T	Rs. 1716.00	Rs. 42.00	-do-
8.	Mini Buses up to 20 Seats	Rs. 1650.00	Rs. 42.00	-do-
9.	Buses up to 30 Seats	Rs. 1848.00	Rs. 48.00	-do-
10.	Buses above 30 seats up to 50 seats (Non A/C)	Rs. 2112.00	Rs. 54.00	-do-
11.	Luxury Omni Bus/Tourist Bus	Rs. 3168.00	Rs. 60.00	-do-
12.	Two Wheeler	Rs. 264.00	N/A	-do-
13.	Crane	Rs. 2640.00	N/A	-do-
14.	Tractor Trailer	Rs. 1848.00	N/A	-do-

The taxes applicable shall be extra.

Daily Allowance: The daily allowance for driver of the vehicles will be Rs. 240/- (Rupees Two hundred Forty Only) and that of conductor/handyman will be Rs. 180/- (Rupees One hundred Eighty) only). No Conductor/handyman shall be allowed for LMVs like Tata Sumo/Maruti/ Van/Esteem/Indigo/Marina/Qualis /Travers/Scorpio/Innova etc. Vehicle hired for use in other State and not for parent State are entitled to daily allowance @ Rs.300/- (Rupees Three hundred) only for drivers and Rs. 216/- (Rupees Two Hundred Sixteen) only for conductors.

The above rates of hiring of vehicles are applicable on daily rates only and monthly rates may still be negotiated.

The following terms and conditions shall apply in hiring of vehicles for the public purpose mentioned above.

1. Under no circumstances a vehicle shall be hired en- route, while the passengers are on board.
2. While hiring vehicles, as far as a practicable, vehicles from other states should not be hired, if however, such vehicles are hired they shall be entitled for payment as per hiring rates applicable in their States.
3. When a vehicle is hired repairing charge is to be borne by the owner. Therefore, while hiring a vehicle, the hiring authority should ensure that the vehicle is properly insured, so that the owner can claim damages from Insurance Companies in case of accidents etc.

This has concurrence of Finance Department vide U/O No.58920/298128/2023/109, dated. 02/08/2023.

The rates will be effective from the date of notification.

Secretary to the Govt. of Assam
Transport Department

Memo.No.TMV/E-58920/398-A

Copy to :-

1. PPS to Hon'ble Chief Minister, Assam for kind appraisal of Hon'ble Chief Minister.
2. The Chief Electoral Officer, Assam, Dispur.
3. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
4. The Secretary, Coordination to Chief Secretary, Assam.
5. The Commissioner of Transport, Assam, Jawahar Nagar, Khanapara, Guwahati-22.
6. The Deputy Inspector General of Police, Assam, Ulubari, Guwahati-29.
7. All District Commissioner, Assam.
8. All Superintendent of Police, Assam.
9. The Managing Director, Assam State Transport Corporation, Guwahati-6.
10. The Director, Printing & Stationery, Assam, Bamunimaidam, Guwahati-21 for publication of the notification in the next issue of the Assam Gazette.
11. The Director, Information & Public Relation, Assam, Dispur, Guwahati-6.
12. All DTOs, Assam.
13. All Administrative Departments, Dispur.
14. P.S to Minister, Transport Department for kind appraisal of Hon'ble Minister.
15. The Content Manager, Transport Department. He is requested to upload the notification in the official website.

By order etc.,

TD-26/13/2018-TRANSPORT-Transport Department

1189957/2023/TRANSPORT

I/261278/2023

Joint Secretary to the Govt. of Assam
Transport Department